



A-3 Visa & SOFA Stamp

<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>



Client Legal Services coordinates Korean Immigration Service to assist dependents of military personnel, DoD civilian employees and their dependents, and other eligible personnel, in obtaining/renewing A-3 Visas and SOFA Stamps, who are within the authorized initial period of their Immigration Entry Stamp, or are renewing an unexpired A-3 Visa/SOFA Stamp. **If you have exceeded the period of your Immigration Entry Stamp or current A-3 Visa, or are trying to change your current Visa status to an A-3 Visa status, or your newborn child is more than 60 days old, BASED ON THE DATE IMMIGRATION OFFICERS ENTER THE NEW VISA/SOFA STAMP (NOT THE DATE YOU TURN IN YOUR APPLICATION), you cannot obtain immigration services through Client Legal Services.** As the services is limited, you are strongly encouraged to obtain your A-3 Visa and SOFA Stamp from one of the local ROK Immigration Offices if you are unable obtain services through our office in a timely manner.

A-3 Visa: A Republic of Korea (ROK) issued Visa is required for all USFK non-military SOFA status personnel to enter and sojourn in the ROK. An A-3 Visa may be applied for at a ROK Embassy or Consulate outside the ROK prior to entering the ROK, or at a ROK Immigration Bureau after entering the ROK. Obtaining and maintaining a current A-3 Visa is an individual responsibility, separate from required SOFA Status Verification, and penalties (including fines and confinement) may be imposed for failing to maintain an appropriate Visa during your stay.

SOFA Stamp: To ensure that USFK non-military SOFA status personnel entering and sojourning in the ROK are exempt from ROK laws and regulations concerning the registration and control of aliens, the ROK Immigration Bureau will verify SOFA status and affix a SOFA Verification Seal in passports. USFK non-military SOFA status personnel obtain a SOFA Verification Seal only after entering the ROK by presenting, or having a designated agent present, the appropriate documentation to the ROK Immigration Bureau.

Checklist for Obtaining A-3 Visa and/or SOFA Stamp

☐ Valid passport. If you recently obtained a new passport, you must also present the cancelled passport containing the valid A-3 Visa and SOFA Stamp previously issued by ROK Immigration.

☐ Clear photocopy Consular Report of Birth Abroad (if applying for a newborn)

☐ Clear photocopy of Sponsor's ID card, and if applicable, Dependent's ID Card (age 10 and older) – front and back both on same side of sheet (face on copy must be clearly recognizable).

One of the following Application Certification Memorandum (less than 30 calendar days old on appointment date):

- ☐ Original Military Assignment Certification memorandum (dependents of military personnel)
- ☐ Original Civilian Employment Certification memorandum (DoD civilian employees and their dependents)
- ☐ Copy (regardless of date, but showing current DEROS date) USFK Form 700-19A-E & SOFA Letter of Accreditation (Invited Contractors and their dependents)

☐ Completed ROK Ministry of Justice Form 34

The format for the Military Assignment Certification memorandum, and Ministry of Justice Application for an A-3 Visa/SOFA Stamp along with instruction on how to complete the form, is available at <http://8tharmy.korea.army.mil/sja/clientlegalsvc/> (click on the “Legal Services” tab, and then the “Visa Services” subtab).

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

To obtain A-3 Visa and/or SOFA Stamp services, you must present all required documentation in person at Client Legal Services no earlier than two (2) weeks before the scheduled service date. Your documentation will be reviewed by this office to ensure it is current, correct, and properly completed, in order to maximize the number of Visas/SOFA Stamps that can be processed. The Korean Immigration provides services on the 2nd and 4th Tuesday of each month. As the number of applications that can be processed is limited, acceptance of applications is on a “first-come first-serve” basis upon presentment of a properly completed application with all required supporting documentation.

In obtaining an A-3 Visa and/or SOFA Stamp, it's important that you understand the following:

- A-3 Visas/SOFA Stamps are only issued for a maximum period of two (2) years.

The effective date of a new two (2) year A-3 Visa/SOFA Stamp is the date it is issued. If your scheduled departure from the ROK is more than two (2) years from the date your A-3 Visa and/or SOFA Stamp was issued, you need to remember to reapply before the two (2) expiration date.

- A-3 Visas/SOFA Stamps are only issued up to the earliest date of one of the following (not to exceed two (2) years):
 - Expiration date on your passport
 - Expiration date on your US Government identification card
 - DEROS date based on your official orders/letter of employment

To maximize the length of your A-3 Visa/SOFA Stamp, it's important to ensure that your ID card and passport (if necessary) are renewed PRIOR to submitting your application so the expiration date(s) are at least up to or beyond your scheduled departure date from the ROK. Although not required, documentation with earlier expiration dates will limit the validity period of an A-3 Visa/SOFA Stamp.

- A-3 Visas/SOFA Stamps are only issued in a valid passport containing a ROK Immigration Entry Stamp (with the following exceptions):
 - Newborn infants with their first passport
 - Newly acquired passport (upon presentment of cancelled passport with valid A-3 Visa/SOFA Stamp)
- A-3 Visas/SOFA Stamps can only be issued at this office for newborns within 60 days of birth, personnel who have entered the ROK within the past 90 days, and renewals for personnel with a current unexpired A-3 Visa/SOFA Stamp

If your newborn is more than 60 days old, or it has been more than 90 days from your initial entry into the ROK, or your current A-3 Visa and/or SOFA Stamp has expired, or you are trying to change a current Visa status to an A-3 Visa status, your application cannot be processed through Client Legal Services, and you must go to one of the local Immigration Offices for assistance.

If you are unable to schedule services through Client Legal Services, you may apply for an A-3 Visa and SOFA Stamp from one of the below listed Immigration Offices:

Sejongno Immigration Office

Phone: COM (02) 732-6214
Hours: 0900 – 1800
Mon-Fri (closed KN holidays)
Location: SK HUB Bldg, 2d Fl
Vicinity Anguk subway station

Mokdong Immigration Office

Phone: COM (02) 2650-6223/4/5
Hours: 0900 – 1800
Mon-Fri (closed KN holidays)
Location: Vicinity Omokgyo
subway station

Osan Immigration Office

Phone: COM (031) 666-2677
Phone: DSN 784-4042
Hours: 0900 – 1700
Mon-Fri (closed KN holidays)
Location: Bldg 884
AMC Terminal on Osan AB

Detailed maps with directions to the Sejongno and Mokdong Immigration Offices are available on the Client Legal Services public website at: <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>.